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EXECUTIVE COMMITTEE MEETING NO. 3

Monday, 7 May 1962 - 1500 Hours

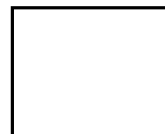
Present were: Mr. McCone  
General Carter  
Mr. Helms  
Col. White  
Dr. Scoville  
Mr. Sheldon for DD/I  
Mr. Kirkpatrick  
Mr. Bross  
Mr. Houston  
Mr. Earman  
Dr. Kent



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2. Following John Bross' briefing on the Role of the Comptroller the Committee directed the Comptroller, with the aid of the Finance Policy and Budget Committee, to review all Agency regulations concerning project approvals and to recommend revisions as necessary. In the meantime, the Comptroller was directed to continue with existing Project Review Approval machinery.

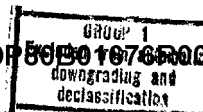
3. The Committee designated Matt Baird to be the Agency representative to an Advisory Panel to the President, convened to study the feasibility of establishing a Foreign Affairs Academy, on May 9.



Executive Secretary

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A G E N D A  
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EXECUTIVE COMMITTEE MEETING

7 May 1962

Item No. 1:

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#1 ✓ Item No. 2:

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#2 ✓ Item No. 3:

Role of Comptroller--Mr. Bross  
(See attached paper)

Item No. 4:

Progress Report by Dr. Scoville

Item No. 5:

Policy on Overtime Payments--Mr. Kirkpatrick  
(See attached notice.)

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18 June 1959

## HOURS OF WORK

### OVERTIME COMPENSATION POLICIES

#### 1. GENERAL

- a. For the purpose of establishing an hours-of-duty and overtime compensation system the Agency differentiates between:
  - (1) Services which are accurately measurable for compensation purposes by the classification of the position and the number of hours of duty the employee is directed to serve. Services of this general type embrace most positions of grade GS-10 and below.
  - (2) Services which, although generally measurable for compensation purposes by the classification of the position, are not measurable in terms of productivity or value by the number of official duty hours worked. Services of this type embrace most positions of grade GS-11 and above.
- b. Positions of grade GS-11 and above warrant special policy consideration with respect to hours of duty and overtime compensation for one or more of the following reasons:
  - (1) They predominantly require the exercise of executive and professional skills and attributes such as creativeness, leadership, initiative, and judgment, which cannot be evaluated accurately on the basis of the number of hours of work performed.
  - (2) Individuals performing executive and professional duties have such great variations in their aptitudes and related work habits that they should not be circumscribed in the performance of their duties by prescribed maximum work hours.
  - (3) Many professional positions require duty at several places and at irregular times of day and involve duties of such a nature that the need for and duration of the duty periods can be determined only by the individual.

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c. The specific overtime compensation policies in this notice are designed to recognize the general concepts set forth above and at the same time to accommodate situations to which the general policies cannot be applied with equity. This notice augments [ ] by providing additional and specific rules governing the administration of overtime compensation.

d. This notice will be effective with the pay period beginning 12 July 1959.

2. OVERTIME COMPENSATION POLICIES

- a. Directed overtime duty for which compensation or compensatory time off will be granted shall be kept to the absolute minimum consistent with the timely accomplishment of essential functions.
- b. Persons in grades GS-10 and below may be directed by appropriate supervisory authority to work overtime, and will receive compensation or compensatory time off in lieu thereof.
- c. Persons whose grades are GS-11 and above (executive and professional positions) will not normally be directed to work overtime or be authorized to receive compensation or compensatory time off for duty time voluntarily contributed. Exceptions to this policy are:

- (1) Persons in production positions, the productivity of which is predominantly measurable in units of production or hours of duty performed, will receive compensation or compensatory time off for directed overtime performed. Production positions are designated by Operating Officials with the concurrence of the Director of Personnel.
- (2) Individuals directed to perform duties on each of the seven days of the week shall receive compensation or compensatory time off for work performed on Saturday and Sunday or other days designated as the sixth and seventh days of their workweek.
- (3) Any individual who, in the performance of assigned duties, completes a total workweek in excess of 48 hours may be

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authorized compensation or compensatory time off for hours of duty in excess of 48 (exclusive of hours of directed overtime worked and compensated in accordance with paragraph (2) immediately above). No compensation will be paid nor compensatory time off granted for hours of duty between 40 and 48, in recognition of the concepts of discretionary latitude in the performance of executive and professional services set forth in paragraph 1b, above. (See attachment 1.)

- d. An employee acting as a night duty officer may be authorized overtime compensation or compensatory time off in accordance with paragraph 2b, 2c(2), or 2c(3) above, as appropriate, except that a minimum of 8 hours for each night of duty shall be deducted as time off for sleeping if the requirements of the night duty permit.
- e. Deputy Directors, with the concurrence of the Head of the Career Service concerned, are authorized to determine that the exception provided in paragraph 2c above shall not be applied to any or all of the types of duties performed by employees under their jurisdiction when in their judgment overtime compensation is not appropriate to the normal conditions of service of the position or positions concerned.
- f. Operating Officials shall apply the preceding overtime policies with consistency and equity.
- g. Delegations of authority in writing shall be made by all Operating Officials to supervisors authorized to approve hours of overtime which may be paid or credited as compensatory time. Copies of these delegations shall be furnished to the Fiscal and/or Finance Division, as applicable.
- h. Authorized supervisors shall assure, before approval of overtime for payment or credit as compensatory time off, that the employees concerned are eligible under the overtime compensation policies of this notice. The supervisors' approvals will be accepted by the Office of the Comptroller as full authority for payment or credit.

### 3. IMPLEMENTATION


- a. Operating Officials, with the concurrence of the Director of Personnel, will identify by name each person of grade GS-11 or above occupying a production position in which overtime compensation is authorized by the provisions of paragraph 2c(1).

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- b. The procedural provisions for the administration of overtime prescribed in  remain in effect with the additional procedures given below covering vouchered funds pay-



and Attendance Report and Payroll Change Slip):

- (1) Overtime work ordered to be performed by employees in grades GS-10 and below will be reported on the T&A record form as overtime in the usual manner, except as provided in paragraph (5) below.
- (2) Overtime work ordered to be performed by employees occupying positions of grades GS-11 and above which have been designated by Operating Officials, and concurred in by the Director of Personnel, to be production positions, as defined in paragraph 2c(1) above, will be reported on the T&A record form as overtime in the usual manner, except as provided in paragraph (5) below.
- (3) When employees in grades GS-11 and above are ordered to perform duties on each of the seven days of the week, the number of hours worked on Saturday and Sunday, or other days designated as the sixth and seventh days of the workweek, which cause the total workhours of the week to exceed 40 hours, will be reported in the usual manner on the T&A record form as overtime, except as provided in paragraph (5) below.
- (4) If discretionary hours of work have been performed by an employee in grade GS-11 or above, causing the total hours of the workweek to exceed 48 hours under the circumstances set forth in paragraph 2c(3) above, the supervisor will review the work program and the work performance of the employee and determine whether any or all of the hours of work performed in excess of 48 constitute, after the fact, directed overtime, and warrant additional compensation or the granting of compensatory time off. The overtime work performed and approved for payment or credit as compensatory time off shall be reported in the usual manner except as provided in paragraph (5) below.
- (5) Pending the revision of the several T&A forms, overtime work shall be reported as follows:

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authorized compensation or compensatory time off for hours of duty in excess of 48 (exclusive of hours of directed overtime worked and compensated in accordance with paragraph (2) immediately above). No compensation will be paid nor compensatory time off granted for hours of duty between 40 and 48, in recognition of the concepts of discretionary latitude in the performance of executive and professional services set forth in paragraph 1b, above. (See attachment 1.)

- d. An employee acting as a night duty officer may be authorized overtime compensation or compensatory time off in accordance with paragraph 2b, 2c(2), or 2c(3) above, as appropriate, except that a minimum of 8 hours for each night of duty shall be deducted as time off for sleeping if the requirements of the night duty permit.
- e. Deputy Directors, with the concurrence of the Head of the Career Service concerned, are authorized to determine that the exception provided in paragraph 2c above shall not be applied to any or all of the types of duties performed by employees under their jurisdiction when in their judgment overtime compensation is not appropriate to the normal conditions of service of the position or positions concerned.
- f. Operating Officials shall apply the preceding overtime policies with consistency and equity.
- g. Delegations of authority in writing shall be made by all Operating Officials to supervisors authorized to approve hours of overtime which may be paid or credited as compensatory time. Copies of these delegations shall be furnished to the Fiscal and/or Finance Division, as applicable.
- h. Authorized supervisors shall assure, before approval of overtime for payment or credit as compensatory time off, that the employees concerned are eligible under the overtime compensation policies of this notice. The supervisors' approvals will be accepted by the Office of the Comptroller as full authority for payment or credit.

### 3. IMPLEMENTATION

- a. Operating Officials, with the concurrence of the Director of Personnel, will identify by name each person of grade GS-11 or above occupying a production position in which overtime compensation is authorized by the provisions of paragraph 2c(1).

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EXAMPLES SHOWING METHOD OF CALCULATING PAYABLE  
OVERTIME UNDER EACH OF SEVERAL FORMULAE

Executive and Professional Employees (GS-11 and above)

	Employee in a Production Position Par. 2c(1)		Employee Scheduled to Work on 7 Days Par. 2c(2)	Employee Working Non- scheduled Overtime Par. 2c(3)*			
Sun.	-	-	4	-	-	-	8
Mon.	8	8	8	8	8	8	8
Tues.	8	8	8	11	8	12	10
Wed.	12	12	8	10	8	8	12
Thurs.	8	12	8	12	8	12	12
Fri.	8	12	8	8	10	12	8
Sat.	-	12	4	-	11	12	8
TOTAL HOURS WORKED	44	64	48	49	53	64	66
Paid for 6th & 7th Days	-	-	8	-	-	-	16
	44	64	40	49	53	64	50
Paid as compulsory overtime	4	24	-	1	5	16	2
	40	40	40	48	48	48	48
Duty time voluntarily contributed	-	-	-	8	8	8	8
Prescribed Workweek	40	40	40	40	40	40	40

\* The 48-hour formula requires that a total of 48 hours be spent in the performance of assigned duties before any consideration will be given to whether overtime compensation is warranted. If, upon review, compensation is deemed warranted, only hours of duty in excess of 48 may be compensated. The difference between the prescribed workweek of 40 hours and 48 hours is considered duty time voluntarily contributed.

Attachment 1

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This Notice Expires 1 January 1960

10 September 1959

HOURS OF WORK

OVERTIME COMPENSATION POLICIES

Rescission: [ ] 18 June 1959

1. The purpose of this notice is to advise all administrative officers, supervisors, and timekeepers that effective with the pay period beginning 20 September 1959, a revised Form 20, Time and Attendance Report, dated June 1959, will be placed in use. This form has been revised to simplify administration of the overtime policies set forth in [ ] dated 18 June 1959. Significant changes in the form are: (a) rearrangement of the columns for reporting pay and duty status hours so that the overtime column and compensatory time column are now together under the heading "Duty"; (b) provision for the normal certification of the report by the timekeeper when no overtime is to be paid or credited as compensatory time; and (c) separate provision for the supervisor to certify the report and also approve a specific number of hours of overtime for payment or for credit as compensatory time.

2. The following revision replaces paragraph 3b(5)(a) in [ ] dated 18 June 1959:

All hours of overtime worked and reported each day by an employee shall be shown under the heading "Duty" as either overtime hours or compensatory time, as designated and approved by the appropriate official. All columns of "Pay," "Duty," and "Time Absent" shall be summarized on the line for "Pay Period Totals." The "Adjusted Totals" shall be left open since this is reserved for action by the payroll clerk. The actual number of hours of overtime authorized for payment and hours authorized for compensatory time credit must be entered in the appropriate boxes at the left of the form in box "B" and certified by the supervisor. If any discretionary time is reported but neither payment nor compensatory time credit is authorized, a zero (0) shall be entered in each of the appropriate boxes under "B"; in such circumstances the certification of the supervisor in box "B" is not required unless he

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is certifying in lieu of the timekeeper. Certification of the report by the supervisor in box "B" will constitute approval of the report in general as well as approval of any O/T or C/T, and will eliminate the need for the timekeeper to certify the report in box "A."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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7 May 1962

*Refer  
Com.*  
Mr. Sam Belk, White House representative for Mr. Bundy, inquired if the CIA representative could appear before the Advisory Panel to the President at 11:00 a. m. , on May 9 - (convened to discuss establishing a "Foreign Affairs Academy") The meeting will begin at 8:15 and end at 5:00 p. m.

expanded FSI  
Foreign Affairs Academy panel  
Matt Baird

Mr. Sam Belk, White House representative for Mr. Bundy, advised there is going to be an Advisory Panel to the President, which will meet on Wednesday, May 9. This Panel will be convened to study the feasibility of establishing a "Foreign Affairs Academy." Mr. Belk wondered if you might wish to have somebody (perhaps Col. Baird of Training) attend the meeting. Mr. Walt Rostow; David Bell, and General Taylor will attend the first meeting. The members are:

James Perkins, Carnegie Corporation  
Col. Abe Lincoln of West Point  
Mr. John Masland, Provost, Dartmouth  
Mr. Don K. Price, of Harvard  
Mr. Max Millikan, MIT

Mr. Belk:  
113 - 2080 or  
2059